

Jobs in Career Clusters: Business, Management & Administration

Largest Career Occupations in South Carolina					Educational Attainment of Newer Hires in U.S. **		
Occupational Title	SC Total Jobs Estimate*, 2004	SC 2002-2012 Projected Percent Change in Jobs	SC 2004 Annual Average Pay	US 2004-2014 Projected Percent Change in Jobs	Percent with High School (or Less) Education	Percent with Some College or Associate Degree	Percent with a 4-Yr College Degree (or More)
General and Operations Managers	35,187	15	\$74,280	17	21	30	48
Office Clerks, General	34,780	3	\$22,700	8	41	42	17
Janitors and Cleaners, Except Maids and Housekeeping	33,168	15	\$16,990	19	79	17	4
Secretaries, Except Legal, Medical, and Executive	25,671	-5	\$24,810	-3	37	47	16
Customer Service Representatives	23,960	19	\$27,120	23	38	40	21
First-Line Supervisors, Administrative Support Workers	19,795	1	\$38,220	8	33	40	27
Executive Secretaries and Administrative Assistants	12,910	6	\$32,530	12	37	47	16
Receptionists and Information Clerks	11,560	21	\$21,320	22	50	39	12
Accountants and Auditors	11,411	15	\$46,770	22	7	20	74
Shipping, Receiving, and Traffic Clerks	10,984	-4	\$25,090	4	65	29	7
Chief Executives	8,598	14	\$125,330	15	16	21	63
Billing and Posting Clerks and Machine Operators	7,144	-2	\$25,240	3	39	44	17
All Other Career Jobs in this Cluster ***	70,637	na	\$39,865	9			
Cluster Total: Business, Mgmt & Administration	305,805	na	\$37,135	12	Career and Technology Education (CATE) Majors Leading to Jobs in This Cluster		
Share of All Career Jobs Found in this Cluster ***	18.8%						
Total, Jobs in Career Occupations ***	1,627,073	na	\$34,616	13			
Total, Jobs in All Occupations	1,928,355	10	\$31,731	13			
Bold = at least one-quarter of all newer hires in US * includes independent contractors; aligns with US estimate ** those aged 25-34 *** excludes occupations predominantly staffed by part-timers sources: US Bureau of Labor Statistics all national data, SC annual average pay South Carolina Employment Security Commission SC projected change South Carolina Department of Education SC total jobs estimate					CIP Title 520201 Management 520300 Business Financial Mgmt & Accounting 520305 Business Analysis 520400 Administration & Information Support 520703 Small Business Management		